

COURSE REVIEWER

Authority

The Course Reviewer works under the supervisory function of the Principal of Wapaskwa Virtual Collegiate (WVC).

Purpose

The Course Reviewer actively contributes and functions within various places of ongoing project development cycles and ensures content output is developed and connected with standards from the First Nations Curriculum Framework (FNCF) and Manitoba learning outcomes. The role ensures all materials adhere to copyright standards as well as development standards. The course reviewer implements a system to tag instructional assets within MFNERC digital environment.

Specific Responsibilities

- Supports the development of digital and virtual learning resources including research, copy writing and editing, and communications with diverse audience of stakeholders;
- Contributes and supports project development and other materials by identifying and addressing gaps in learning content;
- Reviews project output material within the development cycle to ensure alignment with FNCF and Manitoba learning outcomes and mapping within the learning environment;
- Ensures all content adheres to First Nations Intellectual Property policy, Creative Commons, and other copyright laws;
- Assists team with efforts to ensure the digital materials are current, relevant, and accurate.
- Ensures the development process has utilized a variety of engagement features in creating robust learning experiences in all development projects;
- Contributes to documentation of procedures and training of all instructional design processes and workflows, in conjunction with the Digital Learning & Development team;
- Provides, supports, or arranges individual or group instruction to users of all recommended software, applications, and systems;
- Adheres to development standards and style guide;
- Supports the implementation of the Learning Management System (LMS), Microsoft 365, and other digital systems organization-wide;
- Contributes to inclusion or integration of Open Educational Resources in conjunction with the team;
- Ensures systems and peripherals adhere to best practices in digital content delivery including accessibility and universal design;

- Assists in creating and documenting a metadata tagging system to empower published objects included in the Learning Object Repository (LOR) for users to share, search, find and manage resources for teaching and learning; Assists in delivering information workshops to all stakeholders, i.e. staff, teachers, administrators, students, etc.;
- Plans, develops, and collaboratively provides support to staff with other team members within the program;
- Assists in delivery and facilitation of professional development for schools via technology;
- Assists in preparing appropriate presentation materials and packages to the audience for use in community informational workshops;
- Identifies training requirements for implementing new digital projects;
- Prepares and submits monthly activity reports via the SRTS and contribute to the annual report and yearly workplan and other reports as required;
- Participates in special assignments and projects as assigned/required;
- Manages an independent work environment;
- Works collaboratively with the Digital Learning & Development team;
- Performs other job-related duties as assigned.

Qualifications

Education & Experience

- Minimum Bachelor of Education Degree;
- A valid Manitoba teaching certificate;
- Minimum of 5 years of relevant teaching experience utilizing technology at the early, middle and/or senior high levels;
- Experience with the implementation of the Manitoba curriculum frameworks and strategies;
- Demonstrated knowledge in the area of content management systems (LMS) and peripheral applications;
- Experience working with First Nations in the field of education;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First nation communities;
- Excellent oral and written communication skills in technical and plain language writing;
- Proficiency with Microsoft 365 applications;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Professional behaviours that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's License;
- Flexible to travel occasionally to MFNERC member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference).

Human Resources

**Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490**

Closing Date: Until Filled

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website www.mfnerc.org

*Re-Posted November 4, 2020